

Book	Policy Manual
Section	(H) PROPERTY
Title	Policy H104 - Use Of Eastern Facilities
Code	H104
Status	Active
Adopted	March 10, 1982
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Last Reviewed	September 11, 2013

Policy Number: H104
Title: Use of EASTERN Facilities
Section: Property

I. Purpose

EASTERN's facilities use should be made available for community purposes, provided that such use does not interfere with EASTERN's educational program. The Joint Committee will provide for the use of EASTERN's facilities when permission has been requested in writing and has been approved by the Joint Committee upon the recommendation of the Director.

II. Restrictions on Use of Facilities

The use of EASTERN's facilities shall not be granted for:

Any commercial or profit-making organization, except for training programs which are consistent with the school's mission and the goals and objectives of the Continuing Education Department

Partisan political activity

Private social functions or private interest groups

Any purpose which is prohibited by law

Any EASTERN equipment that is to be used in conjunction with requested facilities shall be identified at the time that the request for use of facilities is made.

The users of EASTERN equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be use except by a qualified operator. The Joint Committee shall be held harmless by the user for any liability that arises from the use of EASTERN facilities by any non-EASTERN related organization, individual or activity.

III. Leasing of EASTERN Facilities

The Joint Committee may, at its discretion, enter into leases,licensing agreements or other contractual relationships with for-profit and not-for-profit organizations with respect to EASTERN facilities as determined to be in the best interests of the EASTERN. All such agreements must be in writing and approved by the Joint Committee pursuant to Joint Committee resolution at a public meeting.

IV. Delegation of Authority

The Business Manager shall develop procedures for the granting of permission to use EASTERN'S facilities and shall promulgate rules and regulations readily available to the public implementing this policy which provide for the following:

A process for approval of permit applications including procedures for rules of use for EASTERN facilities by individuals.
Evidence of adequate insurance as determined by the Business Manager in consultation with the District's insurance broker and Solicitor.
Supervision of facilities use.
Availability of facilities.
A schedule of fees.
Limitations on the ability of one group to overuse EASTERN facilities.
Differentiation between access during evenings as opposed to during the school day.
Rules for decorum and behavior by users.
Prohibition of political campaigning while permitting current and past political figures to speak on issues outside of campaigning context to preserve EASTERN's status as non-partisan,
use of EASTERN facilities for partisan political forums sponsored by nonpartisan groups, and
campaigning on Election Days in the portion of EASTERN facilities specifically designated as polling places by the Board of Elections, pursuant to rules established by law.

Adopted: 3/10/82

Revised: 8/3/99

Revised: 9/11/13

See also:
DP H104 - Use of EASTERN Facilities